

Sargent Township Library Policy

The Sargent Township Library serves as an information center for all individuals in the Sargent trade area. We seek to provide reading material as well as internet resources to meet the needs and interests of all of our patrons. Every consideration will be given to patrons with disabilities.

Operation:

Hours – The library will attempt to be open fifteen hours per week at the Library Director's discretion. The library will be closed on legal holidays.

Cards – All borrowers must sign a library card for themselves and their minor children. Cards are free, but may be denied or revoked to patrons who refuse to follow library policies. Consistently overdue books, videos, or other materials may be cause for suspension of library service. In order to comply with privacy laws, all patrons will be assigned a number. This number must be used when books are checked out. No names are allowed on check out cards.

Borrowed Books, Magazines, and Videos – All borrowed books (including audio books) may be kept two weeks and renewed for two weeks. Videos or DVDs may be checked out for 2 weeks. Current magazines may be checked out for 1 week. Older magazines may be checked out for two weeks. These borrowing times may be modified for individual materials subject to the library director's discretion. Some materials may be labeled "reference only" and are to remain in the library at all times. The library director also reserves the right to limit the number of books, videos or other materials loaned at any given time.

Fines and Fees – All injuries to books and other materials beyond reasonable use shall be made good to the satisfaction of the library director.

Lost or destroyed books and other materials must be paid for at cost of replacement by the borrower, or replaced by materials of equal value. Any photocopy or printing expenses are paid on a donation basis. The borrower will pay the cost of postage to return any material through interlibrary loan.

Computer and Internet Policy – separate policy

Technology Plan – separate policy

Gifts and Memorials – The library accepts gifts of books and other materials with the understanding that they will be added to the library's collection only when needed and disposed of at the discretion of the library director and the board. Monetary gifts and memorial funds are

gratefully accepted and used where most needed. Restricted gifts and bequests will be reviewed by the board before being accepted.

Board of Trustees – The trustees shall act in accordance with their by-laws and any applicable local and state statutes. A library trustee shall have an understanding of the community, its needs and resources, time to attend meetings, work for library objectives, keep informed of library trends and exert every effort to insure necessary funds for the operation of the library.

Personnel and Volunteers – The library director is appointed by the Board of Trustees and is under their supervision. The library director is allowed to take one week of paid vacation per year. The library director can select someone to substitute for her and the treasurer will pay them. The library director will also be paid for legal holidays that occur on regular work days.

The first six months of employment is a probation period and during that time the employee may be dismissed without given cause.

The library director and trustees should be reimbursed for expenses (registration, meals, lodging, time spent in class, and mileage) when attending library conventions and conferences with a limit of \$300 per year.

Persons wishing to volunteer time to the library will make this known to the library director or the board. The library director will then inform the volunteer what is needed and arrangements will be made as to the duties and schedules.

Sexual Harassment - Sexual harassment in the workplace is unacceptable conduct that will not be condoned.

Sexual harassment is unsolicited, nonreciprocal behavior by an employee or board member who is in a position to control or affect another person's job status and who uses the power or authority of that position to cause that employee to submit to sexual activity, or to fear that he or she would be punished for refusal to submit.

Sexual harassment also includes any employee or board member conduct unreasonably interfering with another's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment consists of a variety of behaviors by employees or board members directed to other employees including, but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

The Sargent Township Library will treat sexual harassment as any other form of misconduct. Employees or board members who engage in harassing behavior will be terminated or removed from office. Employees who are sexually harassed are encouraged to discuss the situation with a Township Library board member.

Book Selection – The library will do its best to meet the interests and needs of the community for reading material. The responsibility for book selection rests with the library director and the approval of the board, operating within the framework of board policies.

It is not the library director's responsibility to censor material checked out by the borrower.

In order to protect the freedom of individuals and groups to read material of their own choosing, it is the responsibility of the library director and the library board to consider all aspects of any challenge to this right. Before any action will be considered, the complainant must file a Request of Withdrawal of Material in writing. The library director and the library board will then take the request under advisement and notify the patron in writing of their decision.

Systematic weeding and discarding of books no longer useful, containing outdated or incorrect information, or in poor physical condition should be carried out by the library director to assure a good public library with fresh, timely materials in attractive covers and readable type.

The library accepts responsibility for securing information beyond its own resources by borrowing for patrons materials which are not owned by the Sargent library and which are available through interlibrary loan. Postage for this material will be paid by the patron.

Evaluation – An evaluation of the library's operation and policies should be revised as needed.

This policy was revised and adopted by the Board of Trustees on 10/11/2014